

ASSESSMENT 3 GUIDE

BIPX202: Community engagement: Building Strengths and Capabilities

Semester 2 2024

Assessment number 3 – Placement Reflective Report

High Level Assessment Classification: Experiential

Assessment Method: Practicum Report

Why this assessment?

This assessment enables you to critically reflect on your placement experience every week and share it in a structured report at the end. It is designed to engage you in active and experiential learning every week that helps you apply and sharpen your business knowledge and skills, develop understanding about community engagement, work readiness, personal and professional skills as well as self awareness and self criticism.

What are the types of employability skills that I will acquire upon completion of this assessment?

Skill Type	
Developed critical and analytical thinking	X
Developed ability to solve complex problems	X
Developed ability to work effectively with others	
Developed confidence to learn independently	X
Developed written communication skills	X
Developed spoken communication skills	
Developed knowledge in the field study	X
Developed work-related knowledge and skills	X

Assessment Overview:

This assessment is a report on your community-based learnings, derived from your weekly Discussion Board activities (assessable) and placement journal (non-assessable).

Due date:	10pm Wed 23rd Oct
Weighting:	45%
Length and/or format:	1750 words
Learning outcomes assessed	LO3, LO4, LO5
Graduate Capability assessed	GC2, GC6, GC7, GC9, GC11
How to submit	Canvas
Return of assignment:	Final grade awarded with university wide results
Assessment criteria:	Rubric at the end of the AT3 guide

Context

Community-based learning cannot be accomplished without critical reflection. The Final Report facilitates your learning journey with questions that enable you to bring to life the theories you learnt in your business studies and this unit.

In your business course, you have learnt some business theories and come to understand the need for people management, positive organisational culture, financial stability, and resource management. Using observations in your placement combined with research, you will critically reflect on these aspects of organisations, particularly non-profits, where passion to serve community may overshadow them, rendering the organisation unsustainable. You have also learnt about community engagement in this unit - its characteristics, principles, strategies, and techniques. You will critically reflect on your experience to validate what you have learned in this unit and your business course, as well as doing a self-reflection on your own personal and professional development and transformation through this placement.

Instructions

Discussion Board activities

Starting from Week 5 until 9, you will make a weekly post regarding your placement experience in the Discussion Board of the LEO Module of that week. The discussion will be led by specific prompt questions. You will also, after uploading your contribution, be able to see what others are learning about their organisation and placement. This will further enhance your learning. You will need to do some research into the organisations and some support readings or videos although much of your Discussion Board writings are simple descriptions of your observations or experiences. You are not required to include references in your Discussion Board posts but doing so will help building your Final Report.

If your placement starts later than Week 5, you may start your Discussion Board activities later than Week 5, but you must catch up to finish your last Discussion Board post **no later than the end of Week 10**.

Final report

Your Discussion Board activities and journal will act as a draft for the Final Report (1750 words), which helps you deepen your learning. The report must include the following sections:

- **A brief introduction** about the placement organisation, the marginalised community you served and your role as a volunteer / unpaid employee. If you did 2 placements, introduce both of them.
- **A critical reflection on your placement organisation.** Consider questions such as:
 - Organisational culture: *How do you describe the culture of the organisation? How does its culture interact with its values and mission? How does the organisation's culture impact your and other volunteers' and employees' engagement, wellbeing and performance? How does its culture affect the organisation's social responsibility and contribution to the common good? Support your reflections by relevant experiences and references.*
 - Leadership: *What leadership style did you experience? Were you or other volunteers and employees able to take part in decision-making? How do you think its leadership influences the organisation's culture, performance and longevity? Support your reflections by relevant experiences and references.*
 - Training and support: *What training, on-going support and supervision did you receive? How did it help you perform your tasks? What do you think about the organisation's social responsibility*

towards staff and volunteers? Support your reflections by relevant experiences and references.

- *Finance: What have you found out about its finance? What do you think about its social responsibility in terms of finance and transparency? What do you think of the organisation's financial longevity? Support your reflections by relevant experiences and references.*
- **A critical reflection on how you have developed professionally, personally and academically from this placement.** Consider questions such as:
 - *Professionally: Identify three (3) soft skills you developed (for eg., communication, teamwork, self management accountability, planning and organising, problem solving, etc). How were they developed? In what situations or experiences? How might they help you in the future? Support your reflections by relevant experiences and references.*
 - *Personally: Did you feel transformed by your placement experience? Were there changes in your values, attitudes or assumptions after the placement? How did that happen? What were the experiences or situations that enabled these changes or transformation? How might they help you in the future? Support your reflections by relevant experiences and references.*
 - *Academically: Identify one CE and one business theory or concept you were able to validate through your placement experience. (Make sure you include a brief description and appropriate reference for the business theory or concept. If in doubt, check with your Campus Lecturer.) In what situations or experiences were you able to validate them? How might they help you in the future? Support your reflections by relevant experiences and references.*
- **Three (3) recommendations you make for the organisation.** Your recommendations must link to your reflections and experiences above and be supported by relevant sources. Consider questions such as (where applicable): *How can the organisation's culture be improved? How can leadership be more effective? How can the organisation's longevity be enhanced? How can employees and volunteers be more empowered? What can be done to improve staff and volunteer training and support? To attract and retain volunteers and staff? What can be done to improve on the organisation's social responsibility as a non-profit (outside its core business, for e.g., in transparency, protection of personal information, enhancing staff and volunteers' wellbeing, care of the environment, etc.)? What (else) can be done to engage more with the marginalised community? To serve them better and advance the common good? What else can be done so that volunteers like yourself can help more effectively with these endeavours while developing themselves to the best possible?*

Your reflections and recommendations **must be based on your placement experience and observations** and **should be supported by relevant readings and materials in the unit and your business study.**

You are required to use at least 10 credible sources, 5 of which are peer-reviewed journal articles, to support your discussion. The references should be coherently integrated into your report. Incorporate readings and references used in the unit wherever applicable. Relevant citations **must** be made for *all* the theories and other work you refer to. Referenced sources **must** be *rewritten in your own words* or *properly paraphrased* unless directly quoted – which should only be used *sparingly* and *when appropriate*. Reflections and recommendations **should** be well supported by relevant and credible sources. **All external sources must always be properly referenced.**

If you did more than one placement, you may choose to reflect on either or both. Please clearly indicate which placement you are reflecting on in your writing.

You must attach two appendices to your Final Report:

- **Appendix A:** Student Placement Feedback and Attendance Form (completed and signed by your

supervisor).

- **Appendix B:** Screenshots of all your Discussion Board posts. (NB: **must be screenshots** of the actual posts. Do not retype or copy and paste the text of your posts.)

Structure

The suggested structure for your report is:

- Executive summary (not counted)
- Introduction
- Critical reflection on the placement organisation – include subheadings for each component.
- Critical reflection on professional, personal and academic development – include subheadings for each component
- Recommendations
- Conclusion
- References
- Appendices

How do I submit?

- Submit your Final Report on Canvas under the submission link for Assessment 3.

Some Helpful Websites and Resources

- [Australian Government Not for Profit Organisations](#)
- [Governance of Not-for-Profit Organisation](#)
- Canvas materials and readings Modules 1,2,3,4
- Canvas Discussion Forums Weeks 5 to 10
- Unit readings under [Reading List](#) on canvas
- Workshop resources and drop-in sessions
- ACU page [What is Community Engagement?](#) Or [ACU Engagment Canvas unit.](#)
- [ACU Library website](#) and [Library's referencing guide](#)
- [How to write an academic report \(on ASU@Canvas\)](#)

Who can help me?

- [Studiosity \(24/7 On-demand study support\)](#) on Canvas
- [Academic skills Unit \(ASU\)](#)
- Canvas Discussion Forums
- Your Campus Lecturer.

I am having problems

- **Apply for an extension** (must normally be submitted at least 24 hours prior to the due date)
An extension is considered for students who have personal circumstances such as temporary illness that significantly hampers their participation or performance in an assessment task. Appropriate evidence and documentation need to be provided along with the [EX form.](#)
- **Apply for a special consideration** (up to 5 working days after the relevant due date)

A special consideration application is considered when your participation in an assessment task or other assessable activity has been significantly hampered by exceptional and unforeseen circumstances beyond your control and where other processes are not applicable or are no longer possible because of the timing and/or severity of the circumstances. Appropriate evidence and documentation need to be provided along with the [SC Form](#).

To apply for either extension or special consideration, contact your National Lecturer in Charge via email: **Dr. Thuy-Linh Nguyen**, email thuy-linh.nguyen@acu.edu.au and provide a copy of your filled-out form and your supporting evidence. Please ensure you include the **unit code, campus, student ID and past email exchange** if applicable in your emails. Please only use ACU emails.

Ensure that you familiarize yourself with the [Assessment Policy](#) and [Assessment Procedures](#) especially [Section 9 - Phase 4 - Accommodating flexibility to support diverse student needs](#) Note that **work commitments, study load, professional experience requirements do NOT constitute grounds for special considerations.**

Academic Integrity

ACU takes Academic Integrity very seriously. Breaches of academic integrity can take an excessively long time to resolve and may result in severe consequences including exclusion from the university in serious breaches. Please ensure you complete the [Academic Integrity Module \(AIM\)](#), read the [Academic Integrity FAQs](#) and be familiar with the [Student Academic Integrity and Misconduct Policy](#) and [Student Academic Misconduct Procedure](#).

The use of Generative AI is not permitted in this unit.

Referencing

PFBS uses Harvard referencing system. You may use any referencing system as long as it is used correctly and consistently. Please indicate which referencing system you use in your submission (for e.g., APA7, Harvard, AGLC4, MLA, Chicago). Check the [Referencing guide](#) on Library website and / or see the [Academic Skills Unit](#) for assistance with this.

Please ensure your assignment makes use of in-text citations and a reference list. **Missing citations or references is equivalent to plagiarism.**

See **Instructions section** above for requirements about the required referential support for your report.

Checklist for A3

My submitted assignment report is within the specified word limit	<input type="checkbox"/>
I have included references and indicated which referencing style is being used	<input type="checkbox"/>
I have correctly cited all my sources and references	<input type="checkbox"/>
I have addressed all the rubric criteria	<input type="checkbox"/>
I have structured my assignment as a report – as suggested in the Structure section	<input type="checkbox"/>
I have checked my Turnitin report and fix all the similarities of concern	<input type="checkbox"/>
I have completed proof reading and checked for spelling and grammar	<input type="checkbox"/>
I have submitted my work before the due date/time	<input type="checkbox"/>

Feedforward Template

This is a task for any instance of follow-on assignment (assessment 2). This must be submitted as the first page of the follow-on assignment (assessment 2) to ensure you acted on the feedback provided to you in

the previous assignment (this is not counted as part of the assessment word count).

How did you act on the feedback?

Feedback is an important component of learning. Please consider the feedback you received in your last assignment and provide a response on how you acted on, or intend to act upon, that feedback, and how it has informed the current assignment task. Submit this sheet along with your assignment.

BIPX202 Assessment 3	
Student feedforward response	
Please include this table at the front of your assessment. This does not count in your word limit and is designed to support your learning	
Question	Action Plan and feedback recommendation (what I learnt from the feedback on feedback)
Based on previous assignment feedback, briefly described how you acted on the feedback to improve your work in this assignment?	
Briefly describe what is your expectation around the type of feedback that enhances your learning.	
Did you have any difficulty understanding or acting on previous feedback?	
Please be as specific as possible so that you can gain further feedback/clarify anything you do not understand in the feedback	

Criteria

The full criteria are compiled in a rubric, which can be found on the following page/s.

BIPX202 Assignment 3: Placement Reflective Report

Learning Outcome	Criteria	Below Expectations	Meets expectations		Exceeds Expectations	
		NN (0-49%)	PA (50-64%)	CR (65-74%)	DI (75-84%)	HD (85-100%)
GC2 LO 3 TL = 5 Learning stage=I&D Weight: 5 marks (hurdle)	Engagement in Discussion Board activities and placement completed	Fail to engage in Discussion Board activities and placement not completed. No or less than 3 posts in total; Or posts are too brief, mostly vague, inaccurate, incoherent, not connected to placement experience, unit materials and business studies; (0 – 2.4)	Adequate engagement in Discussion Board activities and placement completed. 3-5 posts that are generally clear, coherent, and accurate; some connection with placement experience, unit materials and business studies (2.5 – 3.2)	Good engagement in Discussion Board activities and placement completed. 4-5 credible posts that are clear, coherent, and accurate; clear connection with placement experience, unit materials and business studies (3.3 – 3.7)	Very good engagement in Discussion Board activities and placement completed. 5 distinctive posts that are very clear, coherent, and accurate, very clear connection with placement experience, unit materials and business studies (3.8 – 4.2)	Extremely good engagement in Discussion Board activities and placement completed. 5 highly distinctive posts that are insightful, extremely clear, coherent, and accurate, extremely clear and very strong connection with placement experience, unit materials and business studies (4.3 – 5)
GC6 LO 4 TL=5 Learning stage=I&D Weight: 11 marks	Critical reflection on the placement organisation	Fail to critically reflect on the placement organisation Mostly vague, inaccurate and/or incoherent; not connected to placement experience or business studies; inadequate referential support and engagement with unit materials (0 – 5.4)	Adequate critical reflection on the placement organisation Generally clear, coherent, and accurate; can improve with accuracy and more referential support, clearer connection with placement experience and business studies, more critical thinking and more engagement with unit materials (5.5 – 7.1)	Credible critical reflection on the placement organisation Clear, coherent, and accurate, credibly supported by references; clear connection with placement experience and business studies; some evidence of analytic and critical thinking; demonstrate engagement with unit materials (7.2 – 8.2)	Distinctive critical reflection on the placement organisation Very clear, coherent, and accurate, well supported by references; very clear connection with placement experience and business studies; strong evidence of analytical and critical thinking; good engagement with unit materials (8.3 – 9.3)	Highly distinctive critical reflection on the placement organisation. Extremely clear, coherent, and accurate, extremely well supported by references; extremely strong connection with placement experience and business studies; very strong evidence of analytical and critical thinking; deep engagement with unit materials (9.4 – 11)

GC7 LO 5 TL=5 Learning stage=I&D Weight: 11 marks	Critical reflection on professional, personal and academic development	Fail to critically reflect on professional, personal and academic development Mostly vague, inaccurate and/or incoherent; lack of self-awareness and self-criticism; not connected to placement experience; inadequate referential support and engagement with unit materials (0 – 5.4)	Adequate critical reflection on professional, personal and academic development Generally clear, coherent, and accurate; some self-awareness and self-criticism; can improve with accuracy and more referential support, clearer connection with placement experience, more critical thinking and more engagement with unit materials (5.5 – 7.1)	Credible critical reflection on professional, personal and academic development Clear, coherent, and accurate; clear evidence of self-awareness and self-criticism; credibly supported by references; clear connection with placement experience; some evidence of analytic and critical thinking; demonstrate engagement with unit materials (7.2 – 8.2)	Distinctive critical reflection on professional, personal and academic development Very clear, coherent, and accurate; very clear evidence of self-awareness and self-criticism; well supported by references; very clear connection with placement experience; strong evidence of analytic and critical thinking; good engagement with unit materials (8.3 – 9.3)	Highly distinctive critical reflection on professional, personal and academic development Extremely clear, coherent, and accurate; extremely clear evidence of self-awareness and self-criticism; extremely well supported by references; extremely strong connection with placement experience; very strong evidence of analytic and critical thinking; deep engagement with unit materials (9.4 – 11)
GC9 LO 3 TL=6 Learning stage=I&D Weight: 9 marks	Recommendations	Fail to make recommendations for the organisation Mostly vague, inaccurate and/or incoherent, not linked to your placement experience; inadequate referential support and engagement with unit materials (0 – 4.4)	Adequate recommendations made for the organisation. Generally reasonable, some link with your placement experience, clear and coherent; can improve with more linkage, coherence, clarity, referential support, and engagement with unit materials (4.5 – 5.8)	Credible recommendations made for the organisation. Reasonable, clear and coherent, clear link with your placement experience; some evidence of analytic and critical thinking, credibly supported by references; demonstrate engagement with unit materials (5.9 – 6.7)	Distinctive recommendations made for the organisation. Very reasonable and sound, clear, coherent, and accurate, strong link with your placement experience, strong evidence of analytic and critical thinking, well supported by references; demonstrate good engagement with unit materials (6.8 – 7.6)	Highly distinctive recommendations made for the organisation. Extremely reasonable and sound, clear, coherent, and accurate, very strong link with your placement experience, very strong evidence of analytic and critical thinking, extremely well supported by references; demonstrate deep engagement with unit materials (7.7 - 9)

GC11 LO 4 TL=3 Learning stage=D Weight: 9 marks	Written communication and referencing	<p>Fail to follow the basic organisation, content and presentation required for a report. Ideas generally do not flow clearly from paragraph to paragraph, and most transitions are disjointed and not logical.</p> <p>Many errors in grammar, spelling, and punctuations.</p> <p>No referencing or numerous sources are not cited accurately</p> <p>(0 – 4.4)</p>	<p>Follows the basic organisation, content and presentation required for a report. Ideas generally flow clearly from paragraph to paragraph and cover the breadth of the task. Generally persuasive arguments.</p> <p>Some errors in grammar, spelling, and punctuations.</p> <p>Adequate referencing. All sources are generally cited but some not cited accurately or styled properly, or lack details</p> <p>(4.5 – 5.8)</p>	<p>Key ideas, concepts and information presented and adequately integrated. The report previews major points that cover the breadth of the task and show some depth throughout the report. Persuasive arguments.</p> <p>Few errors in grammar, spelling, and punctuations.</p> <p>Good referencing. All sources are cited accurately, adequate details but some errors in style</p> <p>(5.9 – 6.7)</p>	<p>Key Ideas, concepts, and information clearly presented & integrated. The report previews major points and conclusions flow logically throughout the report. Very persuasive arguments.</p> <p>Very few errors in grammar, spelling, and punctuations.</p> <p>Very good referencing. All sources are cited accurately, adequate details, no errors in style</p> <p>(6.8 – 7.6)</p>	<p>Ideas, concepts, and information sources tightly integrated to provide sound and coherent line of argument. The report previews major points and discussions and has a logical flow throughout the report. Extremely persuasive arguments.</p> <p>No errors in grammar, spelling, and punctuations.</p> <p>Excellent referencing. All sources are cited accurately throughout, full details, no errors in style</p> <p>(7.7 - 9)</p>
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GA - Graduate Attribute; LO - Unit Learning outcome; TL- Taxonomy Level (or level of complexity) (see Bloom's Taxonomy); Learning Stage – Introduced (I), Developed (D), Assured (A)